

Termination Notice



If your personnel unit does not have its own form for providing written notice, use this notice when you leave employment. Update your mailing address in the space provided if you're moving! Make three copies and:

- Give one to your supervisor
- Give one to your payroll clerk/personnel representative for payroll system data entry and delivery of your final paycheck and W-2 form.
- Mail or fax one to Benefits and Retirement Operations to ensure COBRA/retiree benefits notification. The address is Exchange Building EXC-ES-0300, 821 Second Ave., Seattle WA 98104-1598. The fax number is 206-684-1925.

Last name _____ First _____ MI _____

PeopleSoft payroll ID or Soc Sec No _____

Paid ☐ 5th and 20th each Month ☐ Every other Thursday

Mailing address for final paycheck (unless other handling specified below), W-2 and COBRA/retiree benefits information ...

Street _____ Apt No _____

City _____ State _____ ZIP _____

Don't mail final paycheck; instead (specify) _____

Home phone (_____) _____ Other phone (_____) _____

Home e-mail address _____

Department _____ Division _____

Work phone (_____) _____ Mail stop _____

Last day worked (physically on job) _____

Last day on paid status (confirm with your payroll clerk/personnel representative) _____

If on leave of absence after last day worked, check all that apply ☐ Paid leave ☐ Unpaid leave ☐ FMLA/KCFML
Other _____

I have formally applied for retirement ☐ Yes ☐ No

The information I have provided is correct and complete. I understand I must return all county-owned property (bus pass/ photo ID/keycard, keys, cell phones, special equipment, etc.) in my possession by my last day at work.

Employee signature _____ Date _____

- ☐ Supervisor copy
- ☐ Payroll clerk/personnel representative copy
- ☐ Benefits and Retirement Operations copy